Quick Reference Guide:

AIM & MAEFAIRS Verification

This guide explains how to finalize and verify AIM enrollment data and import the data from AIM to MAEFAIRS for ANB counts.

Topics covered in this Quick Reference Guide include:

- *AIM Enrollments*
- *Service Types*
- *Aggregate Hours & Absent Counts*
- *Data Verification*
- *Data Sync*
- *MAEFAIRS Import*

The MAEFAIRS collection is a snapshot of enrollments as of the three enrollment count dates. Enrollments are entered in AIM, verified, and then imported into MAEFAIRS for purposes of determining state funding. In order for students to be correctly counted in MAEFAIRS, the students must be enrolled in AIM with the correct Service Type and Aggregate Hours.

Districts must import AIM enrollment into MAEFAIRS:

* For the Fall Count Date (10/5/2015) **by October 16, 2015.**
* For the Spring Count Date (2/1/2016) **by February 9, 2016.**

Before beginning this process, there are a few considerations:

1. **What students should be enrolled in AIM?**
   - Any student enrolled in a district's academic or special education program should be enrolled in AIM, regardless of the number of hours of service. *page 2*
2. **What other programs count for enrollment and what are the stipulations?**
   - Students enrolled in Job Corp, MT Youth Challenge or MT Digital Academy may count as enrolled students for ANB purposes, if certain conditions are met. *page 3*
3. **What is the difference between the three Service Types?**
   - Service Type indicates the kind of service the student is getting from the district. P is Primary, S is Partial and N is Special Ed Only. *page 3*
4. **What are Aggregate Hours, and how are they calculated?**
   - Aggregate hours are the annualized hours of instruction a student is expected to participate in for a particular course or schedule. They are based on the number of hours per class, times the number of classes. *page 4*
5. **How do I know that my data is correct and will import to MAEFAIRS?**
   - Verify the information in AIM using Student Information and Ad Hoc Reports prior to importing enrollment data into MAEFAIRS. *page 5*
6. **After verifying AIM data, how do I import to MAEFAIRS?**
   - The district's enrollment clerk can import data from AIM into MAEFAIRS. The enrollment clerk should work with the district's AIM staff to ensure accurate data reporting. *page 9*

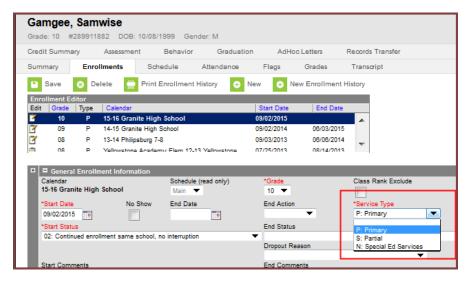*AIM and MAEFAIRS Verification*

February 2016

AIM ENROLLMENTS

Only students with an active enrollment record in AIM on the count date(s) will import into MAEFAIRS for purposes of determining Average Number Belonging (ANB) for state funding.
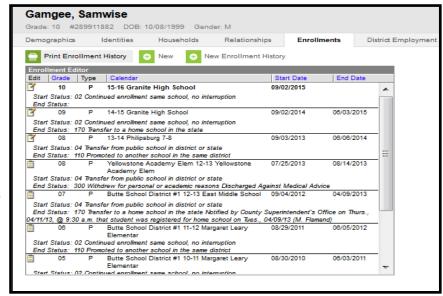
All students receiving any services from a public school district, regardless of the type of service or the number of hours of service, must be enrolled in AIM.

In addition, students who participate in Job Corp, MT Youth ChalleNGe, and MT Digital Academy courses must be reported in AIM. See the MT Programs-Job Corps & MTDA and MT Programs–Montana Youth ChalleNGe Academy guides for information about accurately reporting these students in AIM.)

Day treatment students also require special reporting methods. Please see Day Treatment - Reporting Students in AIM

Refer to the MAEFAIRS Student Count for ANB Reporting Instructions handbook for specific information about student enrollments.

Service Types

Service Types are used to define the enrollment status of a student. There are 3 Service Types:

P: Primary – indicates a student's primary enrollment into a district

S: Partial – indicates a student's secondary or partial enrollment in a district – used only if a student has a primary enrollment in another district or type of school (e.g., private or home school).

N: Special Ed Only – indicates a student's enrollment only into Special Education Services – these students are typically PK or are primarily enrolled in another type of school (e.g., private or home school).

- *NOTE: Service Type: N is not used for students in a self-contained Special Education classroom.*
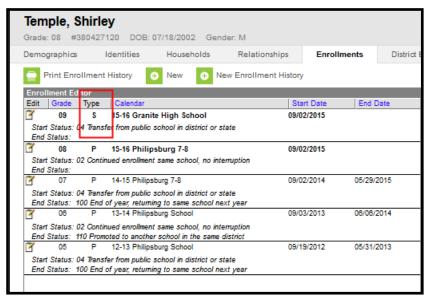
How are Service Types used in AIM and MAEFAIRS?

Service Type: S

Students who are enrolled in educational programs at the district and also have a **P: Primary** enrollment in another type of school (home school, private school) must be enrolled in AIM. Their **Service Type** is *S: Secondary/Partial* and their **Aggregate Hours** should reflect the annualized number of hours of coursework in which the student is enrolled in the district.

Service Type: N

Students who are enrolled in the district only for Special Education Services (i.e., they primarily attend another type of school – home school, private school) must be enrolled in AIM. Their **Service Type** is *N: Special Ed Only* and their **Aggregate Hours** should reflect the annualized number of hours of service the district provides to the student.

Students with *Service Type: N* are not included in the MAEFAIRS ANB counts, but they are included in special education Child Count. Students must be enrolled in AIM to be pulled into the Child Count application.

NOTE: PK students who are 5 ***will not*** generate ANB. Students who are age 5, but receiving Kindergarten services in a PK setting must be enrolled in Kindergarten to be eligible for ANB.

Aggregate Hours

Aggregate Hours further define the enrollment status of a student.

Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district.

To calculate the annual hours, multiply the hours of instruction per day times the number of days of instruction in the district (this calculation is not based on number of days the student is enrolled).

Students can be enrolled:

- full-time (F: 720+ hours)

- ¾ time (T: 540-719 hours)

- ½ time (H: 360-539 hours)

- ¼ time (Q: 180-359 hours) or

- 0 (N: 0-179 hours).

Absent on Count Date

Fall Count Absent days are used in the calculation of attendance rates used in determining AYP (Adequate Yearly Progress) for Title I purposes.

Students who are absent for any portion of the day should be marked absent. Use 3 decimal places to report the number of days absent through the enrollment count date.

For example:

- 0.000 indicates the student was present for the full day.

- 1.000 indicates the student was absent for the full day.

- 0.500 indicates the student was absent for one-half of the day.

DATA VERIFICATION

Data Verification is a process that begins at the district level. If the data in the district's SIS is incorrect, the data in the MT Edition will likely be incorrect as well.

The first step in the data verification process is to make sure the data is correct at the district level. This may involve a dialogue with specific program staff.

Perform Data Verification procedures before uploading enrollment data from AIM into MAEFAIRS. The following sections explain how to verify enrollment before uploading to MAEFAIRS.

Once the data has been verified in the district's SIS and transferred to AIM (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data.

Enrollment numbers may be verified using the **Student Information Reports** and the **Ad Hoc Reporting Tool**.

Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?
- ● Grade
  - All Students
  - KF
  - KH
  - P1
  - PK
- ○ Ad Hoc Filter
- Enrollment Add Date: From ___ To ___
- Enrollment Drop Date: From ___ To ___

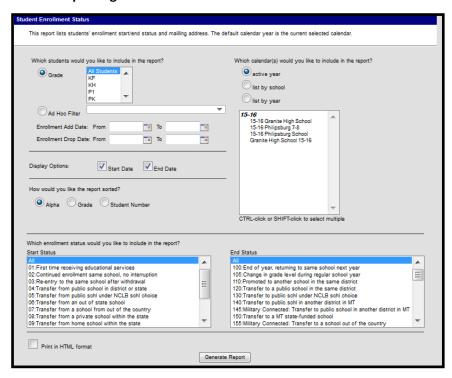Which calendar(s) would you like to include in the report?
- ● active year
- ○ list by school
- ○ list by year

15-16
- 15-16 Granite High School
- 15-16 Philipsburg 7-8
- 15-16 Philipsburg School
- Granite High School 15-16

CTRL-click or SHIFT-click to select multiple

Display Options: ☑ Start Date ☑ End Date

How would you like the report sorted?
- ● Alpha ○ Grade ○ Student Number

Which enrollment status would you like to include in the report?

Start Status
All
- 01:First time receiving educational services
- 02:Continued enrollment same school, no interruption
- 03:Re-entry to the same school after withdrawal
- 04:Transfer from public school in district or state
- 05:Transfer from public schl under NCLB schl choice
- 06:Transfer from an out of state school
- 07:Transfer from a school from out of the country
- 08:Transfer from a private school within the state
- 09:Transfer from home school within the state

End Status
All
- 100:End of year, returning to same school next year
- 105:Change in grade level during regular school year
- 110:Promoted to another school in the same district
- 120:Transfer to a public school in the same district
- 130:Transfer to public schl under NCLB schl choice
- 140:Transfer to public schl in another district in MT
- 145:Military Connected: Transfer to public school in another district in MT
- 150:Transfer to a MT state-funded school
- 155:Military Connected: Transfer to a school out of the country

☐ Print in HTML format

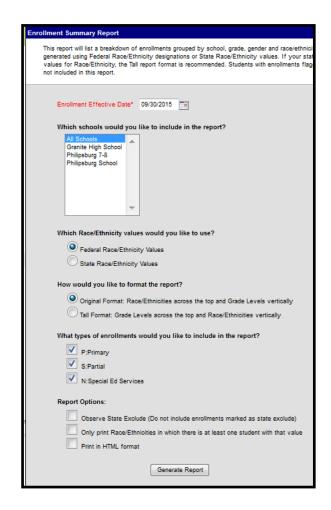[Generate Report]

Student Information Reports

From the **Index**, expand **Student Information/Reports**.

The *Enrollment Status* report lists students by name, according to set criteria.

The **Enrollment Summary** report gives a count of students by *School*, *Grade*, *Race/ Ethnicity* and *Gender* as of a specific date.

Enrollment Summary Report

This report will list a breakdown of enrollments grouped by school, grade, gender and race/ethnicity generated using Federal Race/Ethnicity designations or State Race/Ethnicity values. If your state values for Race/Ethnicity, the Tall report format is recommended. Students with enrollments flagged not included in this report.

Enrollment Effective Date* 09/30/2015

Which schools would you like to include in the report?

All Schools
Granite High School
Philipsburg 7-8
Philipsburg School

Which Race/Ethnicity values would you like to use?

- ◉ Federal Race/Ethnicity Values
- ○ State Race/Ethnicity Values

How would you like to format the report?

- ◉ Original Format: Race/Ethnicities across the top and Grade Levels vertically
- ○ Tall Format: Grade Levels across the top and Race/Ethnicities vertically

What types of enrollments would you like to include in the report?

- ☑ P:Primary
- ☑ S:Partial
- ☑ N:Special Ed Services

Report Options:

- ☐ Observe State Exclude (Do not include enrollments marked as state exclude)
- ☐ Only print Race/Ethnicities in which there is at least one student with that value
- ☐ Print in HTML format

[Generate Report]

Ad Hoc Reporting

Another method for data verification is the use of the **Ad Hoc Reporting** tool.

Please refer to the following user guides located on the AIM Reference Guides website:

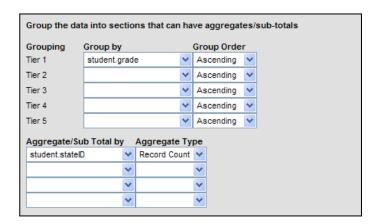Ad Hoc Reporting

and

State Published Ad Hoc Reports

Race Verification

All MAEFAIRS collections import race data, but the Fall MAEFAIRS collection is used to generate the district's American Indian Student Achievement Gap (SAG) payment.

Verify the district's American Indian Student population BEFORE uploading the enrollments to MAEFAIRS.

To verify the count of American Indian students, create an Ad Hoc Report using the instructions above and the fields below:

SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
American Indian Students				
This Ad Hoc report shows all students indicated as American Indian or Alaska Native.				
Demographics		stateID		
		lastName		
		firstName		
		grade		
		startDate	BETWEEN	1st day of school and 10/06/2014 (or 12/1/2014 or 2/2/2015)
		endDate		
Demographics	Federal Race	americanIndian	=	1

Group the data into sections that can have aggregates/sub-totals

Grouping	Group by	Group Order
Tier 1	student.grade	Ascending
Tier 2		Ascending
Tier 3		Ascending
Tier 4		Ascending
Tier 5		Ascending

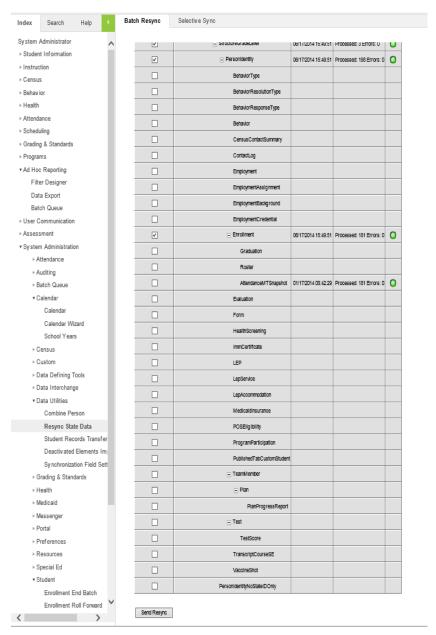| Aggregate/Sub Total by	Aggregate Type
student.stateID	Record Count

To obtain a count of students indicated as "American Indian or Alaska Native", **Group by *student*.grade**, then **Aggregate/Sub Total by** *student.stateID* with **Aggregate Type** *Record Count*.

Subtract students who have exited prior to the Count Date.

RESYNC DATA

A data sync is required for all file uploads. It is recommended to sync data before collection due dates.

This process syncs the data from Montana Edition and District Edition schools to the State for use in state reporting.

From the **Index**, expand **System Administration/Data Utilities/*Resync State Data***. If syncing data from the 2015-16 year, set the *Year* to 2015-16. If syncing data from the 2014-15 year, set the *Year* to 2014-15.

To sync **Enrollments** check the box for *Enrollment*. All connected data elements will automatically populate. At the bottom, click ***Send Resync***.

The green radio buttons indicate a successful resync of data, and a message will appear in the **Process Inbox**.

IMPORTING FROM AIM TO MAEFAIRS

To import from AIM to MAEFAIRS, the district's MAEFAIRS Registered User must login to MAEFAIRS and follow the upload steps.   The district's MAEFAIRS Registered User will be able to import records from AIM into MAEFAIRS at any time, but will not be able to submit their report until **on or after:**

- **October 5, 2015** (Fall Count Date). **Due date for importing to MAEFAIRS is 10/16/2015**.

- **February 1, 2016** (Spring Count Date). **Due date for importing to MAEFAIRS is 2/9/2016.**

For instructions on uploading, see *MAEFAIRS Student Count for ANB Reporting Instructions*

For help with the MAEFAIRS system or uploading, contact nmerala@mt.gov or call (406) 444-4401.

Districts are encouraged to follow up on students who are entering/exiting over the Count Date, verify enrollment numbers (including part-time enrollments), and verify accuracy of race/ethnicity determinations prior to submitting the final count for ANB.

The AIM Specialist is encouraged to communicate with the MAEFAIRS Registered User to facilitate the reconciliation of enrollment numbers.

For assistance please contact the OPI AIM Help Desk at opiaimhelp@mt.gov or 1-877-424-6681.